

DBT – JRF Procedures

TRANSFER PROCEDURE w.e.f 01.04.13

1. Utilization Certificate and Statement of Expenditure (UC and SOE) till date of resignation from old institute (If date of transfer falls after 31st March, two separate UCs &SOEs required –
 - i) For all whole year ending on 31st March
 - ii) For period from 1st April till date of resignation from old institute)
2. Refund of unspent balance by way of DD in favour of Biotech consortium India Limited payable at New Delhi or by ECS transfer.
3. Claim form from new institute for fellowship due.
4. No fellowship for gap period for transfer addressed to the coordinator, DBT JRF programme along with consent letter of previous & new guide for transfer through proper channel.
5. Application from the student requesting for transfer addressed to the coordinator, DBT-JRF programme along with consent letter of previous & new guide for transfer through proper channel.
6. Consolidated progress report of the work carried out in previous institute duly forwarded by previous guide & head of Institute.
7. Document supporting Ph.D Registration in previous/new Institute.
8. New Data sheet to be forwarded through proper channel of new institute.
9. Total tenure of fellowship will be maximum of 5 years from original date of joining in old institute.
10. After settlement of all the above, fellowship from the date of joining at new institute will be sent.